



TRANSIT ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To manage, monitor and review professional contracts with public and private transit service providers; work with transit professionals at the local, regional and federal level, as well as with private sector transit staff, to implement and manage city transit operations; manage transit related capital improvements; and provide complex administrative assistance to the Deputy Public Works Manager – Transit and Transportation and other management staff.

Supervision Received and Exercised:

Receives direction from the Deputy Public Works Manager – Transit and Transportation or other management staff.

Exercises functional and technical supervision over professional, technical and administrative staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide complex technical expertise and serve as project manager over professional staff, professional consultants and transit service providers on a variety of transportation projects.
- Plan, prioritize, assign, supervise and review the work of staff involved in administrative support duties for the section and division.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Administer and monitor all intergovernmental agreements and contracts for transit services including regional fixed route and Dial-a-Ride.
- Coordinate and participate in writing, negotiating, reviewing, awarding, and administering regional transit service contracts.

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- Develop and manage computer and intelligent transportation system applications related to transit operations.
- Administer, monitor and review federal grant activity and requirements related to bus transit projects.
- Coordinate the procurement of capital projects including buses and bus related products.
- Coordinate and participate in the preparation of transit system performance documents and studies.
- Manage and administer, through supervision or contract administration, the maintenance of transit related services and facilities including transit shelters, transit store or transit centers, fueling facilities, and bus maintenance facilities.
- Prepare and coordinate service plans and cost estimates.
- Conduct and participate in coordination meetings with managers and professionals from contracted private sector companies, other public agencies, and city departments to address transit related issues, needs, or improvements.
- Prepare reports, make recommendations, and assist in the administration of a comprehensive transit/transportation planning program.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of full-time responsible experience in the administration of a public or private sector transit system, transit operations or transportation planning.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in transportation planning, municipal planning, engineering, business or public administration, or a related field. A Master's degree is preferable.

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Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6583

Salary Range: 45

FLSA: Exempt